

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-416

For: CA, FL, GA, IL, IA, KS, KY, MT, NE, OR, TN VA, WV, and WI State and County Offices

Duplicate Tract Numbers in County Offices With Reset Tract Numbers

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

There is a potential problem of assigning duplicate tract numbers during tract combinations, tract divisions, and when adding tracts because of an in-transfer in a select group of County Offices. The group includes County Offices that have reached "9999999" in the tract number field in the County Table File.

B

Purpose

This notice provides:

- actions being taken by KC-ITSDO
- actions to be taken by the County Offices
- a list of County Offices with the potential problem.

Disposal Date

August 1, 2001

Distribution

Applicable State Offices; State Offices relay to
County Offices

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2 Action

A

Assignment of Duplicate Tract Numbers

The potential exists to assign duplicate tract numbers when the computer has reached "9999999" as a tract number causing the tract number assignment process to use available numbers and either of the following occur:

- County Office is processing tract combinations
 - County Office is processing tract divisions or adding new tracts through tract maintenance software because of in-transfers anytime after a tract combination has been processed.
-

B

KC-ITSDO Action

On February 16, 2001, KC-ITSDO:

- issued Information Bulletin No. 2043
- transmitted software modules to all County Offices to correct the potential problem.

On February 22, 2001, KC-ITSDO will:

- issue Information Bulletin No. 2047
- transmit software to generate either of the following:
 - a report identifying the duplicate tract numbers that have been assigned
 - a negative report if no duplicate tract numbers have been assigned.

The report shall be run by the County Offices listed in this notice according to subparagraph D.

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2 Action (Continued)

C

County Office Action

County Offices identified in Exhibit 1 shall:

- stop processing tract combinations, tract divisions, and tract additions because of in-transfers
- run the report according to subparagraph D when received.

If the report:

- is negative, no further action is required and the office personnel may resume processing reconstitutions and adding tracts for in-transfers
- identifies that duplicate tract numbers have been assigned, contact the Technical Assistance Branch (TAB) through your State Office.

Note: Until TAB has corrected the duplicate tract numbers, do not process any of the following:

- tract combinations
 - tract divisions
 - tract additions because of in-transfers.
-

D

Running the Report

County Offices listed in Exhibit 1 shall use the following table to run the report that was transmitted by KC-ITSDO.

Step	Menu or Screen	Action
1	FAX 250	ENTER “3” or “4”, “Application Processing”, as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER “11”, “PFC/Compliance”.
4	M00000	Type “MIBTNR”, and PRESS “Enter”.

List of County Offices With Potential for Duplicate Tract Numbers

This table lists the County Offices with the potential problem with duplicate tract numbers.

State	County			
California	Fresno	Kern	Kings	Madera
	Placer	Solano	Stanilaus	Sutter
	Tulare	Yolo	Yuba	
Florida	Gadsden	Santa Rosa	Walton	Washington
Georgia	Screven			
Illinois	Hancock	Irroquois		
Iowa	Page			
Kansas	Cherokee	Decatur	Ellis	Ford
	Geary	Gray	Harper	Kearny
	Leavenworth	Mitchell	Nemaha	Ness
	Osage	Saline	Sheridan	Smith
	Stafford	Sumner	Wabaunsee	
Kentucky	Graves	Greenup		
Montana	Blaine			
Nebraska	Cheyenne			
Oregon	Polk			
Tennessee	Bradley	Claiborne	Cocke	Haywood
	Jefferson	Lawrence	Macon	Overton
	Rhea	Smith	Williamson	
Virginia	Roanoke			
West Virginia	Cabell			
Wisconsin	Brown	Chippewa	Columbia	Fond Du Lac
	Iowa	Jackson	Kenosha	Lincoln
	Manitowoc	Outagamie	Pierce	Racine
	Rusk	St. Croix	Sheboygan	Trempealeau
	Waupaca	Waushara		